

City of West Lafayette

Quality of Life Plan Manual

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1.0 General Requirements

The City of West Lafayette has established and maintains a Quality of Life Plan (QLP) which explains how the City of West Lafayette manages the potential environmental impacts associated with municipal operations.

The scope of the City of West Lafayette's Quality of Life Plan includes the Wastewater Treatment Utility, Street and Sanitation, Parks and Recreation, Engineering, and Human Resources.

1.1 Mission Statement

The Mayor and the Stakeholder Committee has defined West Lafayette's environmental mission statement and ensures that it:

- a) Commits to compliance with requirements and voluntary commitments;
- b) Commits to pollution prevention;
- c) Commits to continuous environmental improvement;
- d) Commits to sharing environmental decisions and performance information with the community; and
- e) Is adopted through Resolution 10-09

See the signed copy of the City of West Lafayette's Mission Statement included as Attachment A to this Quality of Life Plan Manual.

2.0 Environmental Activities and Goals

2.1 Roles and Responsibilities

The City of West Lafayette has established and maintains a procedure (QLPP-001) to assign clear roles and responsibilities for stakeholders and local government personnel to implement, train, monitor, and maintain Quality of Life Plan procedures and goals.

2.2 Environmental Aspects

The City of West Lafayette has established and maintains a procedure (QLPP-002) to identify and prioritize the environmental aspects of its activities, products, and services that it can control and those that it can influence, taking into account planned or new developments, or new or modified activities, products, and services in order to determine those, which have or can have significant impacts on the environment. The City of West Lafayette selects five aspects

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associated with their operations and identifies objectives and targets to minimize the associated environmental impacts.

2.3 Legal and Other Requirements

The City of West Lafayette records and updates legal and regulatory requirements associated with the environmental aspects and ensures compliance with all applicable environmental laws, regulations, and permit conditions by using one or more of the following resources:

- Training and education
- Professional associations (Indiana Water Environment Association, Water Environment Federation)
- Trade magazines
- Insurance company
- IDEM Website (www.in.gov/idem)
- IDEM's Compliance and Technical Assistance Program
- Consulting firm
- OSHA (www.osha.gov)
- IOSHA (<http://www.in.gov/dol/iosha.htm>)
- EPA (www.epa.gov)
- InDOT
- Code of Federal Regulations (<http://www.gpoaccess.gov/nara/index.html>)
- City attorney

2.4 Objectives, Targets, and Environmental Action Plans

The City of West Lafayette has established and maintains documented objectives and targets for five environmental aspects (QLPP-002-02). These objectives and targets are translated into action plans which define actions and responsibilities for fulfilling the objectives and targets.

These action plans specify the following:

- How the stakeholder group will work towards achieving the objective or target;
- Responsibility for achieving the objective and target;
- Time frame for achieving the objective and target; and
- Measurement parameters (where practicable) to determine progress towards objectives and targets.

3.0 Implementation and Operation Procedures

3.1 Document Control

Controlling the issue, access, and revision of Quality of Life Plan documentation ensures that each employee has the most current version of a particular document that is relevant to the employee's activities. The City of West Lafayette has established and maintains a procedure (QLPP-003) to control all Quality of Life Plan documents to ensure that:

City of West Lafayette Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedures. Printed documents are not controlled or updated.

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- Documents can be located;
- Current versions of relevant documents are available where activities relating to environmental issues are performed;
- Obsolete documents are promptly removed from points of issue and points of use to prevent their unintended use;
- Obsolete documents, if retained for historical purposes are clearly identified as obsolete to prevent their unintended use;
- The processes and related responsibilities for creating, revising, reviewing, and approving various forms of Quality of Life Plan documentation are established and maintained; and
- Documentation is legible, dated (with dates of revision) and readily identifiable, maintained in an orderly manner and retained for a specified period.

Procedures and responsibilities have been established and maintained concerning the creation and modification of the various types of documentation. (Records are considered a special type of document and are discussed in Section 3.2 of this plan.)

3.2 Record Keeping

The City of West Lafayette has established and maintains a procedure (QLPP-004) for the identification and maintenance of environmental records. QLP and environmental records provide objective evidence that City of West Lafayette is following the requirements identified in the QLP. These records include training records and the results of audits and reviews.

3.3 Environmental Awareness and Competence

Environmental awareness and competency training is the foundation for employee awareness, involvement, and commitment to environmental protection as an ongoing responsibility of their work life. It is fundamental to the efficient and effective implementation and execution of the Quality of Life Plan. The City of West Lafayette ensures employees' environmental awareness and competence through one or more of the following methods:

- Monthly department head meetings
- Departmental meetings
- Annual environmental and safety training
- Annual wastewater process and maintenance training
- Bulletin Boards/Fact Sheets
- E-mails
- Memos

Department heads are responsible for maintaining records of the trainings provided (attendance sheets, information shared, etc.). Use the document titled, "Environmental Training Record" or a similar document to record trainings.

3.4 Emergency Preparedness and Response

City of West Lafayette Quality of Life Plan documents and records are maintained as described in the Document Control and Record Keeping procedures. Printed documents are not controlled or updated.

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Proper preparations for and responses to emergency situations minimizes adverse environmental impacts in the event of an actual emergency. To minimize these impacts, the City of West Lafayette has established and maintains a procedure (QLPP-005) to identify and respond to environmental emergencies and prevent and mitigate the associated potential environmental impacts.

3.5 Communication & Community Outreach

Internal and external communications provide valuable input for the City of West Lafayette to adjust the ways in which environmental issues are managed. The City of West Lafayette has established and maintains a procedure (QLPP-006) for internal and external communication regarding environmental issues and sharing environmental progress and performance information with the community and local businesses.

4.0 Monitoring and Progress Review

4.1 Progress Review

The stakeholder committee will meet at least quarterly to discuss progress on Quality of Life Plan implementation and the status of objectives and targets. QLPP-001, QLPP-001-01, and QLPP-002-03 identify the roles and responsibilities specific to the various members of the committee for reviewing progress on objectives and targets and implementing the procedures identified within the Quality of Life Plan. Results from quarterly meetings and annual audits will be managed following the Document Control (QLPP-003) and Record Keeping (QLPP-004) procedures to ensure continual environmental improvement.

4.2 Internal Audit

Internal audits provide the means for identifying opportunities to improve the effectiveness of the QLP. The City of West Lafayette has established and maintains a procedure (QLPP-007) for annual Quality of Life Plan audits to be carried out, in order to determine if the QLP is being properly implemented and maintained.

4.3 CLEAN Annual Performance Report

The City of West Lafayette is required to submit a CLEAN Community Challenge Annual Performance Report for each year of membership. The report is due two months after the anniversary of their designation. The report includes progress towards objectives and targets and results from the annual Quality of Life Plan audit. The CLEAN Annual Performance Report can be accessed by contacting the CLEAN Community Challenge Program Manager at 800-988-7901.

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Revision History

Revision Date	Nature of Change	Review and Approval
December 15, 2009	Original Issue	DSH

Signed Mission Statement

Attachment A: Signed Mission Statement

Resolution No. 10-09

A Resolution Adopting The Mission Statement Of The City Of West Lafayette's Comprehensive Local Environmental Action Network (CLEAN) Challenge

Whereas, the Mayor of West Lafayette, Indiana, and the City of West Lafayette's Go Greener Commission have established the common interest of the environmental health of the community; and

Whereas, the Indiana Department of Environmental Management (IDEM) has created The Indiana Comprehensive Local Environmental Action Network (CLEAN) Community Challenge as a voluntary recognition program for local Indiana government entities; and

Whereas, CLEAN helps communities take steps to plan, develop, and implement a quality of life plan and offers incentives for communities to do so,

NOW THEREFORE BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA THAT THE FOLLOWING IS ADOPTED AS OUR COMMUNITY'S CLEAN MISSION:

The City of West Lafayette strives to be the preeminent place of choice to live, learn, work, and play. To that end, city leaders recognize the need for a clean, attractive, and healthy environment that enhances the quality of life of its residents, visitors, and future generations.

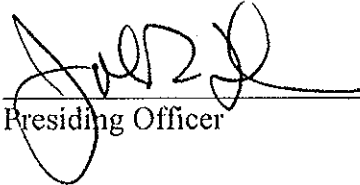
The City of West Lafayette will promote the environmental well being of the community by:

- Complying with the requirements and voluntary commitments of a Quality of Life Plan;
- Engaging in pollution reduction and prevention practices;
- Committing to continuous environmental improvement; and
- Sharing environmental decisions and performance information with the community.

INTRODUCED AND FILED ON THE 6 DAY OF July, 2009.

DULY RESOLVED, PASSED, AND ADOPTED BY THE COMMON COUNCIL OF THE CITY OF WEST LAFAYETTE, INDIANA, ON THE 6 DAY OF July, 2009, HAVING BEEN PASSED BY A VOTE OF 6 IN FAVOR AND 0 OPPOSED, THE ROLL CALL VOTE BEING:

<u>AYE</u>		<u>NAY</u>
<u>✓</u>	Bunder	<u> </u>
<u>✓</u>	Burch	<u> </u>
<u> </u>	Dietrich	<u> </u> ABSENT
<u>✓</u>	Hunt	<u> </u>
<u>✓</u>	Keen	<u> </u>
<u>✓</u>	Roales	<u> </u>
<u>✓</u>	Thomas	<u> </u>


 Presiding Officer

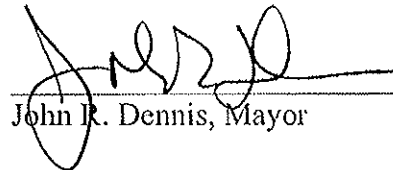
Attest:


 Judith C. Rhodes, Clerk-Treasurer


PRESENTED BY ME TO THE MAYOR OF THE CITY OF WEST LAFAYETTE,
 INDIANA ON THE 6 DAY OF July, 2009, AT THE
 HOUR OF 8:00 P.M.


 Judith C. Rhodes, Clerk-Treasurer

THIS RESOLUTION APPROVED AND SIGNED BY ME ON THE 6 DAY OF
July, 2009, AT THE HOUR OF 8:30 P.M.


 John R. Dennis, Mayor

Attest:


 Judith C. Rhodes, Clerk-Treasurer